

UTILITY MAINTENANCE SPECIALIST

DEFINITION

Under general supervision, shall be responsible for installation, maintenance and modification of existing and future electrical and natural gas facilities for the City of Victorville; and performs related duties, as required.

DISTINGUISHING CHARACTERISTICS

This is a single-class position reporting to the Director of Municipal Utilities, or designee. Incumbent must be fully competent to perform a wide range of journey-level skilled tasks in the electrical and mechanical maintenance field. Assignments are usually given verbally, but may be in writing and accompanied by sketches or blueprints. Work is performed independently under established policies, procedures and regulations, with considerable latitude for determining materials and work methods used. Originality of thinking is required in interpreting and applying policies and regulations to unusual situations. Work is subject to review in progress and upon completion.

ESSENTIAL DUTIES

Performs construction, maintenance, repair, and troubleshooting activities in electric, natural gas, and communication distribution; hard wires new utility connections to users, including electrical panel and meter installations; performs electrical requirements for facility remodeling; analyzes existing utility equipment and materials for future use; develops and maintains preventive maintenance schedules for all electrical and mechanical equipment; performs emergency repairs of wiring and equipment, including transformers, constant current regulators, switching devices, motor controls, generators and telemetry, high voltage series circuits, and underground facilities; reads and interprets plans, drawings, and specifications for electrical, natural gas or communication installations and facilities; performs calculations necessary to determine and balance electrical loads; performs all general electrical work, including low and high voltage splices; maintains a record and inventory of all work activities, including installing, repair, replacement and testing of equipment; may direct the work of lower-level classifications; prepares and submits required paperwork; sets up, orders, and maintains a working inventory of electric, gas, and communication materials; uses equipment in a safe and efficient manner; establishes and maintains positive working relationship with management staff, co-workers, other employees and the public using principles of good customer services; adheres to safety standards as described in the *Illness and Injury Prevention Plan*; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

EMPLOYMENT STANDARDS

Training & Experience - Graduation from high school or GED equivalent. Journeyman level electrician with minimum of 10 years of responsible, directly related journey-level electrical experience, including high voltage experience.

Knowledge & Abilities - **Knowledge of:** Principles related to electric and natural gas distribution systems; current applicable National Electrical Code and other applicable standards and regulations; practices, methods, tools, and materials of the electrical trade; electrical, hydraulic and mechanical theory and systems; shop mathematics applicable to the electrical trade; emergency generating systems; occupational hazards and safety

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precautions; current applicable Occupational Safety and Health Act (O.S.H.A.) regulations, and the State of California Public Utilities Commission General Orders No. 95 and 128; departmental policies, operations, and goals; interpersonal skills requiring the use of tact, confidentiality, patience and courtesy; and department safety and training requirements. **Ability to:** Read and interpret electrical, natural gas and construction specifications, diagrams, and blueprints for electrical installations and facilities; estimate costs and materials; effectively present instructions and information, in writing and verbally, to coworkers, the general public, and outside agencies; learn and interpret various regulations, energy terminology, including municipal codes pertaining to various departments and operations; understand and utilize computerized and automated systems, including Microsoft applications; understand and carry out oral and written instructions; use logic while interpreting and applying policies and precedent; respond to emergency calls within 30 minutes; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

Licenses & Certificates: Must possess a valid California Class "C" driver's license. Must possess a valid, unrestricted, California Class "A" driver's license. State of California Electrical Contractor's License (C-10) desired.

WORKING CONDITIONS

Work is performed primarily in an outside environment, independent of other workers, and includes work related travel in a City vehicle. Incumbent may be exposed to all types of environmental conditions, with noise, vibrations, fumes, odors and dust and may work for long periods in hot, cold, wet or icy weather and high winds. Incumbents must be able to see and hear in the normal range with or without correction and have the ability to read printed material the size of typewritten characters, and communicate verbally and in written form with great facility and must be able to be understood. Incumbents must be physically and mentally able to efficiently perform the duties of the position with or without reasonable accommodation, without hazard to themselves or others. Incumbents must be able to lift loads weighing up to 100 pounds. They must be able to distinguish clearances around machinery with moving parts. Incumbents must be able to work with small components. Incumbents must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Incumbent will be required to respond to call-outs and emergencies after regular working hours and on weekends and must be willing to work an irregular schedule which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED:


DIRECTOR OF HUMAN RESOURCES

DATE REVISED: April 1, 2008

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Shared/jobdescriptions(final)/PublicWorks/Utility Maintenance Specialist/8-6-02/4-1-08 sdb